

AMERICAN EMBASSY BUENOS AIRES
JOB OPPORTUNITY ANNOUNCEMENT

04/23/04

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| Position Title: | APO Supervisor | Announcement No.: | 56/04 |
| Type of Position: | FMA | Opening Date: | 04/23/04 |
| Position Level: | FP-08 | Closing Date: | 05/07/04 |
| Work Schedule: | 40 hours per week (no leave will be granted during the Christmas peak season) | Agency/Office: | STATE |
| ELIGIBILITY: | U.S. RESIDENT CITIZENS AND ELIGIBLE AMERICAN FAMILY MEMBERS (US/EFMS) EFMs have hiring preference according to Department Policy | | |

DUTIES AND RESPONSIBILITIES:

- Serves as Custodian of Postal Effects (COPE.) Maintains \$10,000 fixed credit stamp account which is audited by the Postal Officer quarterly. Issuing stamps to postal clerk and ordering stamps from Postal Finance Officer, Langley Air Force Base, Virginia. Maintains current postal manuals (both DoD and United States Postal Service (USPS), bulletins, and rate charts, seeing that outlying mailrooms receive necessary information and charts for their areas. Inventories and maintains all postal supplies, to include USPS forms, DoD forms, bag seals, flight tags, slide labels, directory service supplies, scales, and mail manifests and sees that outlying areas receive postal forms necessary for their locations.
- Compiles information required for surveys and reports, such as Postal Activity Reporting System (PARS), Quarterly Mail Volume (QMV), Weight Based Assessment, and Transit Time Information System for Military Mail (TTISMM) and submits to proper agencies. Processes insurance claims for insured mail items. Reports irregularities in Makeup and Dispatch of Mail to proper authorities. Establishes and maintains procedures for handling registered mail (upon proof of Secret Clearance) in accordance with appropriate governing directives and policies. Process Mail Loss/Rifling.
- Maintains open communication with customs and airport officials, submitting proper paperwork for the latter when problems arise such as non-receipt of mail manifest and failure to protect mail. Reports recurring postal problems, such as misdirected and/or missing mailbags in the form of Postal Net Alerts to proper agencies. Maintains contact with 83 CS Postal Squadron at Langley Air Force Base, Miami International Service Center (ISC) officials, and persons working in outlying areas from APO. Meets Mobile Air Command (MAC) and (when required) commercial flights at airport, and receives Oversize Pieces (OSP), processing and delivering registered pieces to addresses.
- Is available to conduct window operations, performs directory service of mail, sorts and dispatches mail in case of personnel shortages. Reports postal offenses and addresses major concerns to Postal Officer. Distributes post box key to authorized mail handlers designated in writing by agencies at post, maintaining duplicates of keys and log of serial numbers. Obtains signatures of new users. Briefs all Embassy newcomers and distributes APO orientation letter to same. Oversees all aspects of the daily operation of the APO.
- Trains APO employees in new APO procedures and keeps them informed of changes. Provides training on window service, directory service, and basic operation of APO. Write performance evaluations and nominations for awards for the APO employee. Processes Leave Requests through MILGP Postal Officer and handles other pertinent personnel issues keeping Postal Officer informed of personnel decisions and/or actions taken. Organizes and oversees manpower resources obtaining extra support during staff shortages, and peek seasonal periods. Organizes and oversees equipment and material resources to meet continuing APO requirements.
- Delegates Administrative, Clerical tasks and other requirements to APO employee. Keeps APO spaces with all equipment and facilities in a neat and orderly condition. Performs other postal duties as directed by MILGP Postal Officer. The above are daily, continuous tasks.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Must hold or be eligible for a SECRET Clearance. Must be able to maintain SECRET Clearance.
- Must not have civilian convictions other than minor traffic violations.
- Have a pleasant disposition and a proven ability to deal with people and pressure.
- Be able to handle regular lifting of packages, boxes and mail sacks weighing up to 70 pounds. Duty involves prolonged standing.
- Applicants must be willing and able to stay in position for a minimum of two years.
- OVERTIME is required. Incumbent MUST be willing to meet all flights containing U.S. Postal mail whenever the flight is scheduled to arrive, this can include weekends and holidays.
- Education: Must have graduated from High School. College Education is desirable but not mandatory
- Language: Excellent written and oral English, good knowledge of written and spoken Spanish.
- Must be able to work with word processing and spreadsheets running under a Window environment(basic computer literacy).
- Must handle COPE accounts effectively.
- Must become familiar with pertinent manuals and regulations

SUPERVISION RECEIVED:

The incumbent will be supervised by the Postal Officer (U.S. Air Force Section Chief, MILGP – Argentina) who will provide operational guidance.

LETTER OF APPLICATION, RESUME OR COMPLETED AND CURRENT APPLICATION FOR FEDERAL EMPLOYMENT FORM (OF-612) WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE UP TO THE CLOSING DATE OF THE ANNOUNCEMENT

After an initial application screening, the best-qualified applications will be invited to an oral interview with the Postal Officer and the MILGP CDR. Applicants who are already Embassy employees and who have not completed a one year period in their current positions are not eligible to apply, except within the same section. Entrance grade will depend upon the candidate’s experience and qualifications. A trainee level may be established at a lower level if the selected candidate does not meet all the job qualifications. The MILGP CDR and the U.S. Postal Officer will review all applications and make the final selection.